



## Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section:

Division: Workers Compensation

Sub-Section:

<b>TITLE:</b> Dispute Resolution Mediations		<b>CUTOFF:</b> EOCY in which dispute resolved	
<b>DESCRIPTION:</b> Records include dispute resolutions between the employee filing a worker's compensation claim and the employer responsible, prior to litigation.		<b>RETENTION:</b> Years: 10 Months: 0 Days: 0	
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES:</b> 6449	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	11/13/2013
<b>TITLE:</b> Insurance Proof of Coverage Files		<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Records contain insurance policy information for individual employees. The information is submitted by the employer to the Division of Worker's Compensation.		<b>RETENTION:</b> Years: 75 Months: 0 Days: 0	
<b>NOTES:</b> For records filed after January 1, 1994, documents are filed electronically. If documents are submitted in a paper format they are scanned, indexed and stored electronically.		<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES:</b> 6445	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	11/13/2013
<b>TITLE:</b> Physical Rehabilitation Records		<b>CUTOFF:</b> EOCY	
<b>DESCRIPTION:</b> Medical records of employees who received physical rehabilitation benefits from the Second Injury Fund, including, but not limited to treatment dates, treatment notes, rehabilitation referrals, physician reports and approvals.		<b>RETENTION:</b> Years: 50 Months: Days:	
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES:</b> 23857	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	11/13/2013



## Agency Records Disposition Schedule

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**TITLE:** Self-Insurer Files

**CUTOFF:**EOCY

**DESCRIPTION:** Records contain applications all supporting documentation filed by a self-insured entity such as a group trust, or self-insured employer. Records are used for ongoing regulation.

**RETENTION:** Years: 125 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6443

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

**TITLE:** Workers Compensation Claim Administration and Legal Files

**CUTOFF:**Close of case

**DESCRIPTION:** Correspondence and legal files relating to Workers' Compensations Claim files. Records may include, but are not limited to correspondence from legal counsel, research items, committee meeting notes, self-insurance research, bankruptcy documentation and insolvency documentation.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22855

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

**TITLE:** Workers' Compensation File

**CUTOFF:**EOCY

**DESCRIPTION:** Records include all documents relating to a reported work-related injury of employee. This may include, but is not limited to reports of injury, medical records, claims, answers to claims, notices, correspondence, settlements, awards, appeals, and all other documents related to each workers' compensation case.

**RETENTION:** Years: 125 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6446

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013



## Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section:

Division: Workers Compensation

Sub-Section:

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**TITLE:** Workers Compensation Hearings Recordings

**CUTOFF:** EOCY

**DESCRIPTION:** Audio recordings of worker's compensation hearings. The recordings are transcribed as necessary for worker's compensation cases.

**RETENTION:** Years: 25 Months: 0 Days: 0

**NOTES:** The recordings are stored on multiple types of media including stenographic notes, audio cassette tapes and compact discs.

**DISPOSITION ACTION:** Destroy

**SERIES:** 6448

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

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